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ABSTRACT

Information, policies, and procedures intended to assist faculty personnel in the understanding and performance of functions in the university community are presented in the September 1973 edition of this handbook. Major sections of the manual cover the areas of: university organization, administration, and government; faculty personnel policies and procedures; benefits, privileges, and services; cultural and recreational opportunities; academic and instructional policy and practice; and other interest items. Specific guidelines for faculty include those on recruitment and contracts, academic rank, academic freedom and tenure, teaching load, faculty evaluation, leaves, resignation and termination, retirement, extra-contractual services, work week, and various fringe benefits. A faculty code of ethics is also outlined. (LBH)

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FACULTY HANDBOOK

A summary of information, policies, and procedures intended to assist faculty personnel in the understanding and performance of functions in the University community

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September 1973
UTAH STATE UNIVERSITY
LOGAN, UTAH

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INTRODUCTION

To the Faculty of Utah State University

The University, in fulfilling its roles in our society, operates of necessity in a dichotomy. On the one hand, the University must recognize and respond to the importance of the individual within the organization, and on the other the University must encourage a feeling of teamwork and cooperation if the organization is to grow and contribute.

Our faculty at Utah State have brought to the campus and to the students a rich and varied background of professional experience. Their academic specialties, research capabilities, and experiences in previously attended institutions have enabled them to develop an academic and cultural life distinctive to our University.

This handbook is designed to acquaint the faculty with aspects of University government and other information that will be valuable in developing an understanding of the University, its mission, and various functions. The handbook also outlines the faculty member's individual role within the organization. Emphasis has been placed on providing brief general material, informally arranged yet helpful to the individual. Where additional information on specifics seem desirable, other sources are listed for further detail. Appreciative acknowledgment is given to Dr. Ellvert H. Himes, who has compiled, summarized, and arranged for publication by the University Printing Service.

It is hoped this handbook will acquaint the faculty member with the University community by highlighting operational procedures, relationships, and responsibilities. It is also hoped that each faculty member will acknowledge this opportunity to become familiar with such parts as may contribute to individual effectiveness.

President Glen L. Taggart

THE UNIVERSITY

The Utah State University of Agriculture and Applied Science is Utah's land-grant institution. It was originally provided by an act of the Territorial Legislature of 1888. Later statutory regulations of the United States Congress and the Utah Legislature enabled this Agricultural College of Utah, as it was initially called, to achieve its current stature among the distinguished colleges and universities of today's federal land-grant system. The University's present name was adopted in 1957.

The University is located in northern Utah and occupies 349 acres of the old Lake Bonneville delta of the Wasatch range of mountains. It overlooks the city of Logan and the major portion of fertile Cache Valley, a 30-mile long, 15-mile wide stretch of country dotted with farm communities. There are 70 major buildings and 26 other structures comprising the instructional and research facilities of the campus. Throughout the valley there are 824 acres of experimental farms and livestock areas, with another 5,120 acres devoted to similar programs throughout the state. These structures and holdings of the University are valued at approximately $61,000,000.

The instructional programs of Utah State University are also conducted beyond the Logan campus through designated Extension Centers in Roosevelt and Moab and other communities throughout the state. The University operates on four quarters of approximately equal length during the year, with the Summer Quarter divided into two sessions of five weeks each and an eight week session. Total on-campus enrollment in credit courses in 1972-73 was 9,172, supplemented by 3,324 enrolled in Extension centers and 1,273 in Correspondence and Independent Study. There were also 194 short courses, seminars, and institutes which enrolled 25,046 in noncredit programs. Representatives from 54 foreign countries, each of the 50 states in the nation, and from each of the 29 counties of Utah make up the University studentbody.

Research and special programs of the University have been distinguishing hallmarks since its inception. The Agricultural Experiment Station and the Cooperative Extension Services in their conduct of programs throughout the state and in national assignments have contributed significantly and served incalculably as integral parts of the University enterprise. Federal, state, and private sources have supplied support and encouragement for continued exploration, experimentation, and development. Through cooperative endeavor, centers of excellence have been established and recognition from state, national, and international governments and agencies has come to the University. Historically, also, Utah State has cooperated with the federal government in providing a base of operations for several research and service programs with their associated personnel. Many of these specialists, most commonly known as Federal Collaborators, hold academic rank and otherwise participate in faculty activities.

As a member of the federal land-grant system, USU derives its principal financial support from both federal and state sources. In addition, gifts, grants, proprietary interest, and student fees assist in building a total annual operating budget of about $40 million.

The academic program of the University is organized into eight colleges and a School of Graduate Studies. The colleges are: Agriculture; Business; Education; Engineering; Natural Resources; Family Life; Humanities, Arts, and Social Sciences; and Science. There are 49 instructional departments and units which offer about 1600 courses per quarter. There were 1,477 bachelor's degrees conferred in 1973, 500 master's, and 109 doctorates. The University has a faculty of 1,000 professional personnel.

UNIVERSITY ORGANIZATION, ADMINISTRATION, AND GOVERNMENT

RELATION TO EXTERNAL AUTHORITY

State Legislature

USU is under the ultimate authority of the State Legislature. Subject to constitutional and self-imposed restraints, the Legislature exercises control by virtue of its authority to change laws pertaining to the University and by its power to appropriate funds for its operation and for capital improvement.

Utah Board of Higher Education

A fifteen-member State Board of Higher Education governs the Utah State System of Higher Education. This board has the responsibility for state-wide master planning for higher education, assignment of roles to the several institutions in the state system, and control of operating and capital budgets for the institutions. The State Board leaves the day-to-day administration of each college and university to its President and Institutional Council and does not interfere with internal affairs unless the institution is proceeding contrary to state policy. The fifteen members of the State Board of Higher Education are appointed by the Governor, subject to confirmation by the State Senate.

University Institutional Council

USU has a nine-member Institutional Council. This council has the responsibility of implementing the roles assigned to the University, including the appointment of personnel and the enactment of rules and regulations governing the administration and operation of the University. Eight members are appointed by the Governor, subject to confirmation by the State Senate. The ninth member is the president of the USU Alumni Association.

INTERNAL ADMINISTRATIVE ORGANIZATION

The President of the University, its chief executive officer, is responsible for the internal administration of the University. His office is vested with over-all authority and responsibility to carry out the policies and procedures of the University. The President is a member of all the faculties of the University as well as an ex officio member of all faculty committees and the committees of the Faculty Senate.

Assisting the President in the central administration of the University are the Provost, Vice President for Business, Vice President for Extension and Continuing Education, Vice President for Research, and Vice President for Student Affairs, who provide leadership and advisement on matters of academic, financial, research, and service functions.

The officers of central administration may be outlined as follows:

President

- Assistant to the President for Special Projects, Development and Alumni Affairs
- Assistant to the President for University Relations
- Director of Athletics

Provost

- Vice Provost
- Assistant Provost for Institutional Analysis and Planning
- Director, Summer Quarter
- Director, Space Management
- Director, International Programs and Studies
- Director, Learning Resources Center Program, and University Librarian
- Director, Honors Program
- Director, Lectures, Concerts, and Tours
- Director, Man and His Bread Museum
- Dean, Admissions and Records

Vice President for Business

- Assistant Vice President – Finance
  - Controller
  - Budget Officer
  - Purchasing Agent
  - Contracts Officer
- Assistant Vice President – Business
  - Director of Personnel
- Internal Auditor
- Superintendent of Physical Plant

Vice President for Extension Services and Continuing Education

Associate Director, Cooperative Extension
Associate Director, Continuing Education
Director, Conference and Institute Division
Regional Directors

Vice President for Research

Director, Program Development
Director, Agricultural Experiment Station
Director, Computer Center
Director, Ecology Center
Director, Environment and Man Program

Vice President for Student Affairs

Dean of Women
Coordinator of Student Activities, and Director of University Center
Coordinator of University Housing
Director of High School Relations
Coordinator of Counseling and Testing
University Physician, and Director of Student Health Services
Director of Student Placement
Supervisor of General Registration
Adviser, Foreign Student Services
Coordinator of Financial Aids
Coordinator of University Program Center

Also concerned with certain aspects of central administration are the Deans of the respective Colleges who meet frequently with the President and other officers. (The colleges, with the associated departments and the names of those who provide leadership in these areas, are enumerated in the General Catalog of the University.)

GOVERNMENT

University Councils

A number of advisory councils comprised of administrators and other faculty members meet periodically to systematize activities of the University. The *Administrative Council,* consisting of major administrative personnel, is responsible for developing, reviewing, and implementing University policies and procedures.

The *Council for Academic Affairs,* consisting of major academic administrative personnel, is responsible for coordinating all academic programs of the University; acting on special student appeals cases; and, in cooperating with the Faculty Senate, for developing other policies and procedures for carrying forward the academic programs and activities of the University.

The *Graduate Council,* consists of the Dean of the School of Graduate Studies, the Director of the Learning Resources Program and University Librarian, and one representative from each of the academic colleges appointed by the Faculty Senate. With the approval of the Faculty Senate, the Council meets bi-monthly and establishes regulations and standards for graduate work.

The *University Research Council* is composed of administrators and staff in the research units and colleges on campus and serves in advisory capacity to the Vice President for Research. This body reviews research programs and recommends policies and procedures for their effective administration.

The promotion, coordination, and evaluation of all educational and research programs and activities concerned with water constitute the functions of the *Utah Center for Water Resources Research Council.* This governing body for water resources studies on campus also extends its interests to related agencies of the federal government.

The *University Council on Teacher Education* is composed of representatives of each of the Colleges offering teaching majors and minors. Membership is appointed by the Faculty Senate. The Council is concerned with the development and approval of teacher education curricula and certification standards.

The *Athletic Council,* advises the President with respect to intercollegiate athletics. This Council is composed of designated administrators, representatives of the ASUSU, and faculty members selected by the Faculty Senate. Formulation of athletic policy, assurance of compliance with local and national codes, and maintenance of programs compatible with University academic interests are the Council's major concerns. (See University Code for further references to councils.)

University Faculty

The resident and nonresident faculty of the University consists of the President, who is chairman of the faculty, and all of those administrative, teaching, research, and service personnel holding the academic rank of professor, associate professor, assistant professor, or instructor. Emeriti faculty enjoy all benefits, privileges, and responsibilities of the regular faculty as long as they are actively engaged in University assignments.

The faculty, through its representatives in the Faculty Senate, is authorized, subject to approval of the President and Institutional Council, to determine the University's curriculum, academic standards and scholarship requirements, regulation of student activities and discipline, and other matters of educational policy. (See Code.)

Meetings of the University faculty may be convened on call of the President or at the formal written request of either the Senate Executive Committee or any twenty-five faculty members. (See Code.)

Deans of the various college faculties may call a meeting of their respective faculties at their own discretion. Usually a college dean will hold weekly or regular meetings of department heads and agree with college staff as to scheduling at least one meeting each quarter of all resident faculty.

Faculty Senate

According to the University Code, the Senate has the power to act for and represent the entire faculty in all matters of educational policy. This body receives and considers reports from all faculty groups, may take authorized action on these, and makes recommendations to the President and other administrators.

Membership of the Senate is composed of forty-five faculty members elected from all of the resident faculty and fifteen ex officio members appointed by the President. The forty-five positions are apportioned to the academic colleges and the Extension Services in such a way as to provide approximately equal representation from these groups based on the number of faculty members in each group. The President of the Faculty Association and the Chairman of the Athletic Council are also ex officio members of the Senate.

Meetings of the Faculty Senate are held at least once a month, the agenda of which are determined by the Executive Committee. The President is chairman of these meetings with a faculty member who serves as Secretary, appointed by the President with the approval of the Senate.

Standing committees and ad hoc committees as needed are appointed by the Faculty Senate to study and report findings. Standing committees of the Senate are advisory with reference to academic standards and curriculum, faculty professional relationships and service, and student welfare. (See Code.)

Executive Committee of the Faculty Senate

The Senate elects annually an Executive Committee of 12 members, three of which are ex officio members of the Senate and the remaining nine are representatives of each college and the Extension Services. The President of the University acts as chairman of the Committee.

The Executive Committee supervises the affairs of the Senate and the various Senate committees, evaluating and coordinating the work of the committees and making recommendations where necessary. This committee serves as a steering committee, recommends standing and special committees, and acts for the Senate on all urgent matters and problems arising during the interim between regular sessions. It reports to the Senate for ratification of action at the next scheduled Senate meeting. (See Code.)

FACULTY PERSONNEL POLICIES AND PROCEDURES

FACULTY EMPLOYMENT

The general employment policy of the University honors faculty scholarship and commitment to excellence in quality and performance. A master's degree or equivalent is a prerequisite for employment with the rank of Instructor or above. As a general policy, the University does not grant advanced degrees to its own faculty members. A few exceptions have been granted but must have received approval by the Graduate Council and Administrative Council. (See Code.)

Office of Personnel Services

The Office of Personnel Services administers the University program on employment matters. It maintains the employment records of all academic and classified contract personnel.

Personnel Services is the central agency for recruiting, interviewing, classifying, and referring qualified personnel to all departments of the University. It is responsible for payroll entry and for organizing and arranging for on-the-job training where needed. (Employment for graduate students is provided by the Employment Placement Center in the University Center.)

All University employees should visit the Office of Personnel Services to arrange details regarding their benefits and to become acquainted with payroll procedures. The Office of Personnel Services is located in Room 13, Main Building.

Faculty Recruitment

Additions to instructional and research staff are regarded by central administration as a foremost concern of the department or unit and college or division. Therefore, initial inquiries and contacts become the major responsibilities of department heads, deans, and directors. Usually these administrative officers will meet in consultation and discussion with members of their respective staffs. Recommendations for appointment are then submitted to the appropriate officer of central administration and ultimately to the President. Commitments to the individual being considered are, therefore, reserved until the recommendation meets with final approval of the President and the Institutional Council. (Specific considerations are found in the Code.)

Contracts

Formal contracts are initially provided new faculty members. They may be for varying lengths of time, but most commonly may be for nine, ten, or twelve months. Until tenure is awarded, contracts are issued annually in the spring, upon recommendations of the department head and college or division administrator. After tenure, less formal letters of salary or assignment adjustment are issued. Factors governing the provisions and issuance of contracts are enumerated in the Code.

Academic Rank

The University acknowledges the professional training, experience, and achievement of faculty by the traditional system of academic rank. The initial determination of rank status is made at the time of employment. In accordance with prescribed procedures governing promotion, the matter of academic rank is considered in continuing employment.

Faculty members who retire are, upon recommendation by the President, usually awarded Emeritus status with the rank held upon retirement.

There are some positions, such as administrators, assistants, visitors, lecturers, advisers, which do not carry academic rank. (See Code.)

General Principles of Academic Freedom and Tenure

Academic freedom is essential to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends; specifically: (1) freedom of teaching and research and of extramural activities and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

(1) The Faculty member is entitled to full freedom in

research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(2) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching material, information or opinions which have no relation to his subject.

(3) The college or university faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

(4) After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their service should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies. Termination of a continuous appointment because of financial exigency should be demonstrably bona fide.

(5) Tenure shall be awarded only to faculty members who hold the academic title of Assistant Professor, Associate Professor, or Professor. (Taken from 1940 statement of AAUP; also see Code.)

Tenure and Promotion

The University Code specifies detailed considerations of policy and procedure in the rewarding of deserving faculty members for outstanding performance. An advisory committee of peers (five, with one from outside the department) is provided to review the candidate's excellence in field of work, leadership, contributions, scholarship, personality and attitudes, and evidence of quality service. A timetable has been established for probationary periods and to regulate committee considerations annually, as well as for submitting reports and recommendations to administration prior to contract time. Emphases are placed upon professional growth and the best interests of the University. (See Code; Executive Memorandum No. 69-3.)

Service Load

The number of credit hours that a teacher may carry, the number of courses he will teach, the hours devoted to laboratory research projects, the number of graduate committees on which a teacher may serve, theses to be directed, or publications produced are all matters which vary among the colleges and divisions. Additional assignments on ad hoc committees, departmental, college, and university group activities and programs are also greatly dependent upon the willingness and capabilities of the individual. A standing committee of the Faculty Senate is charged with studying the criteria and procedures for the evaluation of service loads and submitting recommendations. (See Code.)

Faculty Evaluation

Inasmuch as performance and production are major criteria of consideration in the attainment of tenure, promotion, and salary increment, it might be expected that administration and the Faculty Senate would provide for evaluative measures. A standing committee of the Senate, including student members, works with college deans, department heads, and the Faculty Senate in determining steps to be taken and measuring devices to be used to facilitate judgments of effectiveness. Student interest in this area has prompted the ASUSU to provide in their organization for responsible students to collaborate in studies, reports, and recommendations. Some of the colleges, in conjunction with other committees, such as curriculum and programs, have established faculty evaluation committees.

Extra-contractual Services

The policy governing work of a faculty member for additional compensation beyond his contract with the University is very clearly stated. Although it is recognized that a faculty member may have other related interests, activities, and obligations, the University contends that the primary professional responsibility of the faculty member is to the University.

Effort is made by the University to place all obligations of the staff member to the University, when the contract is prepared. In instances where the University requests additional services, such as teaching extension courses, special classes, lectures, etc., paid by the University, there are approvals, stipulations, and limitations to be obtained from the respective deans and department heads.

Consulting work is encouraged by the University. It is believed that such recognition and experiences are beneficial professionally to the staff member and the University. However, the department head should be consulted with reference to time involved, materials and equipment, nature of the work, etc. Concern for any real or apparent conflict of interest should be understood at the outset in compliance with law.

If such extra-contractual activities are deemed by the dean to interfere with regular faculty duties, the individual contract may be changed to a part-time basis. (See Code.)

Faculty and Elective Public Offices

If a faculty member is considering candidacy for public office, he should discuss intentions and prospects with his department head, dean, and upon their recommendation, with the President. If absence from duties is involved, annual leave or leave without pay may be arranged. If elected, the customary considerations must be made to assure no interference with the individual's professional work or the programs of the University. Approvals, too, for this action should be obtained from the Institutional Council, on recommendation of the President. (See Code.)

Faculty Employment in Two or More Units of the University

The policy on joint employees involving two or more divisions of the University requires preliminary steps to be taken by both faculty and administrators in the preparation of appropriate forms. Such important elements of the proposed position as time division, responsibilities, title, rank, source of funds, and prospects of the future should be all outlined. When agreements are reached, matters of supervision, review of work, and renewal of contracts and possible promotion considerations and recommendations are thereafter obligations of both administrators. (See Executive Memorandum No. 70-5.)

Faculty Leaves

There are six types of leave granted to University employees upon receiving appropriate approvals. These include annual, sick, sabbatical, military, special leave with pay, and leave without pay.

Annual leave is earned by faculty members on a 12 month contract at the rate of 1.83 days for each full month of service, or a total of 22 working days per contract year. After six months of service, the use of such leave accrued may be allowed. However, annual leave shall be taken only at times when it will least interfere with Univeristy work. Those responsible for authorizing annual leave are urged to encourage its use during the year it is earned. Deferred annual leave may be permitted to accumulate from year to year only up to a maximum of 26 days. Such leave taken by a faculty member after all accrued annual leave has been used shall be considered as leave without pay. Annual leave is not accrued during sabbatical leaves or leaves without pay. (See Code.)

Any employee, without loss of pay or loss of annual leave, is entitled to military leave not to exceed fifteen calendar days in any one calendar year, after one year of employment at USU. Leave in excess of this amount will be taken as annual leave or leave without pay. A copy of the orders requiring the attendance of an employee for military leave shall be attached to the leave slip; and at the end of the military leave, a certificate of attendance shall be forwarded to the dean or administrative officer through the head of the department. Military leave will be recommended by the department head and approved by the dean or administrative officer. A copy of leave requests will be filed with the Director of Personnel.

A sabbatical leave consists of a period of absence from the University during which the faculty member may engage in professional improvement. Tenure must have been attained and six years of service completed for eligibility. Faculty benefits will continue during sabbatical leave pay in accordance with the regular deduction schedule. Pay during this period of professional endeavor off campus depends upon the length of time granted. Applications for sabbatical leave should be in the President's office by February 14.

Special leaves and leaves without pay may be granted after appropriate recommendations and approval of the President and Institutional Council. Reports of sabbatical and special leaves should be submitted to the administration upon return to duty. (See Code.)

Those full-time University employees whose names appear in the University budget, accrue sick leave with pay at the rate of one working day for each calendar month of full-time service. Sick leave does not accrue during any period when an employee is on leave-without-pay status. However, employees on annual leave or sick leave with pay continue to accrue both annual and sick leave.

Sick leave credit accrues for each month of full-time service to a maximum accural of 130 working days. Any absence for illness that exceeds the accrued sick leave balance may be taken from available annual leave at the employee's option. If the illness extends beyond the balance of annual leave, the remainder is taken as leave without pay.

Unused sick leave does not constitute a monetary claims against the University upon separation from service.

Any application for grant of sick leave to cover an absence which exceeds four successive working days should be supported by a medical certificate, or other evidence administratively acceptable, provided that when the Administrator finds that excessive sick leave is being taken, a doctor's diagnosis or other evidences of illness may be required for absences of less than four

days. Such evidence may be required on the day the employee returns to work.

Maternity leave is treated as any other illness. A leave of absence for a reasonable period of time may be granted to women of full-time continuing appointment. The policy also applies to those whose names appear in the University Budget and work on a modified basis. Agreement between the employee and her immediate supervisor should be in writing and a copy filed with the Personnel Services Office at the commencement of such leave.

Details relating to the various types of leave are available in the office of the department head or dean.

Resignation and Termination

Resignations at the end of a contract period should be submitted in writing to the appropriate administrator six months in advance. Termination of a contract early results in the forfeiture of all rights and benefits as a faculty member.

No faculty member who has achieved tenure shall be dismissed without cause. Dismissals for cause shall be made only after prescribed procedures are followed in which the President of the University, other administrators concerned, the Faculty Association Committee on Professional Relationships and Faculty Welfare, advisers desired, and the Institutional Council are fully apprised and given opportunity to discuss. Provisions for salary, hearings, records, and time elements are also carefully spelled out in the Code.

Retirement

Although age 65 is the customary time for the retirement of faculty who hold academic rank and tenure, the University has made provision for those who elect to retire at the age of 62, or after thirty years of service. It is expected that the faculty member shall notify his department head and dean or director well in advance of his interests and desires relative to discontinuance or continued service. Official retirement consists of formal action of the Institutional Council and termination of tenure. Reemployment will be determined by the department, administration, and the Council and will depend upon several factors, such as health, quality of work, and the needs of the University.

There are a number of benefits and privileges provided for those who retire. These include tuition-free registration for the individual and spouse, access to library facilities, group insurance programs, faculty rates for programs and functions of the University. As a general policy, there is complete cessation of paid services for those who may be on the staff when 70 years of age. (See Code.)

THE FACULTY MEMBER AND CLASSIFIED EMPLOYEES

Employees of the University not engaged directly in teaching and research, such as Federal Collaborators not holding academic rank, as well as contract employees not holding academic rank who are engaged in services contributive to the University program, are known as classified employees. These colleagues of the faculty are represented before the administration by a committee on employment, services, and welfare, elected from among themselves, at the same time as members of the Faculty Committee on Professional Relationships and Faculty Welfare are elected. The number, composition, chairman, and method of selection of this committee are determined by the classified employees. The committee performs functions for these workers comparable to those of the Committee on Professional Relationships and Faculty Welfare for resident faculty.

The policies of the University relating to "outside work," as concerns administrative officials, faculty, and other academic staff personnel apply also where appropriate to classified employees.

Basic Work Week

The basic work week for classified employees shall be forty hours per week. The normal work day shall be from 8 a.m. to 5 p.m., with one hour for lunch. All general administrative offices are open until 12 noon on Saturdays, except from June 15 to September 15. All regular classified employees who are required to work overtime and/or on Saturday mornings shall be given compensatory time off during the following week or at such time as the department head may decide.

Rest Periods

A rest period of ten to fifteen minutes, once in the morning and once in the afternoon, may be granted female office employees. Such periods are a privilege which may be withdrawn by the department head if abused. Time not used for rest periods cannot be substituted for time off at the beginning or end of the work period nor at the beginning or end of a vacation or sick leave period.

BENEFITS, PRIVILEGES, AND SERVICES

UNIVERSITY SUPPORTED BENEFITS

The comprehensive program of staff benefits now provided for the full-time contract employees of Utah State University is presented in general terms in the following paragraphs. This program is administered by the Office of Staff Benefits and operational details may be secured by contacting this office in room 111, Main Building, telephone extension 7498.

Social Security

All employees of Utah State University, with the exception of Extension staff members with federal appointments, are covered under Social Security. The contributions and benefits vary with salary and length of employment.

Retirement Systems

By State statute all staff members must be participating members in the Utah State Retirement System, unless they hold an annuity contract with the Teachers' Insurance and Annuity Association (TIAA).

Payment of Employees Retirement Contribution. The State Legislature revised the law and appropriated the funds to make it possible for the University to pay the employee's share of the retirement program. This assumption of the employee's share for retirement is an across-the-board action for all employees on the State or TIAA-CREF retirement programs except those on a Civil Service appointment. Even though the base salary will not be increased related to this action the take-home pay will be increased by an amount equal to what would have been the employee's payment toward the retirement programs, less the amount withheld for income tax on that portion of his/her salary.

This payment will be considered by both the Utah State Retirement Office and the Teacher's Insurance and Annuity Assciation the same as the member's contribution and shall vest to the credit of the member the same as if the member had paid the amount contributed. Those employees who are on the TIAA program may make additional tax sheltered contributions up to 7½ percent.

Most of the University professional staff have selected TIAA. The TIAA plan consists of two programs: (1) the so-called Conventional Program which has a fixed and guaranteed retirement benefit, depending upon the length of time and the pay-in that has been made; and (2) a program in which funds are invested in common stock equities. This is the so-called CREF Program (College Retirement Equities Fund). The faculty member may designate for the CREF Fund 25 percent, 50 percent, 75 percent, or 100 percent of the premium. Most faculty members have elected the 50 percent pay-in plan. This program is available on approximately 1,000 college and university campuses over the nation.

Staff members in the Extension Services are participants in a Federal Retirement program, a Federal Life Insurance program, and a Federal Medical program which vary from those participated in by other staff members of the University. In addition, Extension Services members may also participate in TIAA or CREF on a nonmatching basis by the University.

Comprehensive Medical-Hospital-Surgical Program

This program provides for a wide range of services and benefits for the staff. The insured will pay the first $50 of routine medical expenses, such as office calls and drugs, for himself and each member of the family up to a maximum of $250 in any one year, regardless of the number of persons. Thereafter, the plan provides for hospital, surgical, and medical coverage.

It also pays for the prescribed medicines that are available only by perscription from a licensed physician. There is "first dollar" coverage for treatment of accidental injury. The University participates in the payment of the premium by paying the full cost of the insurance coverage for the employee. The employee will then pay the premium for his (or her) dependents. The cost is $20.85 for family; couple $12.40; employee and dependent children $12.40.

Group Life Insurance

The University has a blanket life insurance policy for all of its regular employees. The amount of this policy is $12,000 up to age 49. Thereafter, it declines at a rate of $20 per $1,000 per year. The insurance provides double indemnity ($22,000) for accidental death and waiver of premium in the event of total disability. The cost of this insurance is borne equally by the employer and the employee. Each pays $2.75 per month for the $12,000

coverage which means that insurance will cost twenty-five cents per $1,000 per month.

A staff member may also insure his immediate family – spouse and dependent children – at a total cost for all members of the family of $1 per month. This will provide for a $2,000 coverage for spouse and children beyond the age of 14 days. There is no institutional participation in this program other than payroll deduction of premium.

Long-Term Disability Insurance

The University Administration has provided a program of support to all contract employees for possible loss of income through extended illness or injury. If you become totally disabled, the plan pays 60 percent of your salary as established at the time of your disability to a maximum indemnity of $1,200 per month, less any amounts of income or payments under Workmen's Compensation, Social Security, or any other disability insurance program to which the institution may make a contribution.

In addition to your basic disability benefit, the insurance program will pay monthly employees contributions required of the employee for his retirement. Benefits begin immediately upon declaration of disability and continue as long as you are totally disabled up to your 65th birthday. A proportionate amount will be paid for partial disability under rehabilitation features of this program.

State Industrial Insurance

All staff members are covered by the State Industrial Insurance. This provides for hospital costs, physician's fees, and also weekly benefit payments while absent from work due to injury incurred while at work. The entire cost of this is borne by the University.

Accident and Related Insurance

This is a broad program of insurance to cover death, dismemberment or disability from accidental causes. To insure the maximum of participation in this program, the University will handle the very modest premium through payroll deduction.

Deferred Compensation Programs

The Utah State University Administration has now made two new deferred compensation plans available to all contract employees. These two programs are in addition to the tax sheltered annuity of TIAA-CREF under which an employee may now place up to 17.5 percent of his salary on a tax sheltered program.

The first of these is the Variable Investment Program through the Dance Brokerage of Logan, Utah. Investment is in the Wellington Group of Mutual Funds. Sales charge is based on an accumulative basis of the group and currently is 3¼ percent of amount invested.

The second of the two new programs is the Investment Service Program of the Utah State Retirement System, and is available to all contract employees regardless of membership in another program. This service consists of two divisions; one is an income fund, the second is a stock growth fund with investment in high grade stock equities. There is no sales charge and no charge for change of funds.

Faculty Benefit Fund

The Faculty Benefit Fund was established to provide funds upon the death of a member. The fund is administered by the University so that every dollar paid into the fund eventually becomes a payment to the beneficiary of a decedent.

A staff member may participate in the Faculty Benefit Fund by completing the proper application form and paying $3 at the Cashier's window in the Controller's Office, Main 14. The Payroll Department is thus authorized to withhold $3 from the check following the death of any member of the group.

There is also a Companion Spouse Fund, in which the accumulation is about one-half the amount in the Faculty Benefit Fund. The spouse may be included in the fund on the same terms as those provided for employees.

Faculty Association

Affiliation with the Faculty Association is optional. Dues are payable on November 1 of the current contract year, and a payroll deduction will be made to cover the yearly dues of $8. If for any reason membership is not desired, a letter to that effect should be submitted to the Payroll Office by October 15 of the contract year.

U.S. Savings Bonds Program

United States Savings Bonds may be purchased through a payroll deduction program. Information on any of these programs and enrollment forms may be secured at the Office of Staff Benefits, Room 111, Main Building.

Study Opportunity Within the University

Upon approval of the department head and payment of regular tuition fees, staff members may take University classes not to exceed five credit hours per quarter, with an adjusted work schedule.

Holidays

The following days will be considered as holidays for USU employees:

New Year's Day (January 1)

Washington's Birthday (according to Uniform Holiday Bill)

Memorial Day (according to Uniform Holiday Bill)
Independence Day (July 4)
Pioneer Day (July 24)
Veteran's Day (according to Uniform Holiday Bill)
Labor Day (first Monday in September)
Thanksgiving Day
Day following Thanksgiving (offices will be closed Thursday through Sunday)
Working day before Christmas
Christmas Day (December 25)
Working day after Christmas
Working day before New Year's Day
(A total of five working days, including Christmas Day and New Year's Day, shall be allowed during Christmas and New Year's vacation; but the schedule may be adjusted from year to year.)

Credit Union

The Utah State University Credit Union is a service organization for its members. It was chartered in November 1957 under the corporate laws of the State of Utah. The main functions of the credit union are that of saving and borrowing. The operation of the credit union is controlled by a Board of Directors, elected from and by the membership. The USU faculty members, classified employees on contract, and their families are eligible to join. A deposit of $5 for the purchase of one share in the credit union and the payment of a 25-cent entrance fee are required. Payroll deduction authorization forms are available at the credit union office for either deposits to shares or loan payments or both.

It is possible to borrow up to $750 on signature. Additional amounts up to $6,000 may be obtained by pledging security. Interest on loans is computed at one percent per month on the unpaid balance (annual percentage rate/APR is 12%). There are no hidden fees, loan costs, or penalty for prepayment of loans. At the end of each year, the Board of Directors declares an interest refund which further lowers the interest to a net 9½ percent annual rate. Each loan is insured so that if anything happens to the borrower the loan will be paid in full. Both the dividend paid on shares and the interest refund can vary according to the earnings of the credit union.

Shares or savings can earn life savings insurance up to $2000 and currently earn a 5¼ percent per annum dividend, which is compounded semi-annually. You get $1 insurance for each $1 you deposit before age 55. Then for ages:

55 through 59	75¢ insurance for each $1
60 through 64	50¢ insurance for each $1
65 through 69	25¢ insurance for each $1

A baby receives 25¢ insurance for each $1 deposited until he reaches 6 months. Then he gets dollar for dollar coverage.

After retirement or leaving the University for other purposes, you can remain a participating member. Once a member always a member.

The Credit Union offices are open weekdays from 8:30 a.m. to 4:30 p.m. They are located at 895 East 9th North, across from the Spectrum. You are invited to join.

Merrill Library and Learning Resources Program

The Merrill Library and Learning Resources Program combines, in a single administrative organization, four major divisions which are the following: Instructional Improvement, Media Production, Library Services, and Collection Development. These related areas of information processing, retrieval, and instructional guidance are organized in such a way as to provide the patron and the researcher maximum use of learning resources.

The *Instructional Development Division* assists faculty members in designing instructional materials. Consultant services in message design, testing and evaluation, and learning systems are available. The division also sponsors seminars and occasional papers as they seem pertinent to the overall goal of facilitating and improving instruction on campus. Faculty members are invited to utilize its services. The division is located in Library 202.

The *Merrill Library* collection consists of some 563,830 volumes of books, documents, journals, microform, etc. The collection is made up of more than 390,000 bound volumes, some 8,000 subscriptions to periodicals and newspapers, more than 12,000 maps and atlases, and the equivalent of 290,000 units of microtext. In addition, the Library is a Regional Depository for U. S. Government Documents. Access to this strong documents collection has been facilitated by the recent purchase of the Subject Guide to U. S. Government Documents which strengthens standard indexing procedures. The Library contains an active Audio Visual Service where tapes, films, filmstrips, and cassettes are available for use. A Curriculum Materials Center is maintained in the Library building and houses all textbooks currently in use or under consideration in the elementary and secondary schools in the state of Utah. The Merrill Library supports a 12,000 volume Children's Library which is housed in the Edith Bowen School on the USU campus.

The Library is primarily open stack and a complete reference area is centered on the second level and is well staffed and equipped to provide adequate reference service. Photo duplication and copy centers are available to all patrons. The Special Collections Library promotes interest in research in Utah and the West, and is unique in holding original pioneer manuscripts and journals and

a fine collection of Jack London original works, letters, and papers.

The Library belongs to a series of network systems including Interlibrary Loan, TWX Telecommunication System, and an interstate cooperative buying and lending consortium; it is a member of the Denver Bibliographic Center for Research.

The Library offers the faculty and graduate student participation in its book approval selection program, and an area is available for the perusal of any books coming in for approval. The Library also sponsors relevant Forum and lecture series programs which students, faculty, and townspeople are welcome to attend.

The *Media Production Division* is comprised of Printing Service, Graphic Service, Photography Service, and Radio and TV Broadcasting Service. The overall objective of the program is to further the improvement of instruction in all aspects through the use of various media techniques. Primary emphasis is being placed on the involvement of radio-TV in teaching both on and off the Utah State University campus. Broadcast service involving the production, recording, and scheduling of radio and television programs for broadcasting includes: Broadcast on KUSU-FM, development of programs and scheduling their broadcast on the statewide ETV System, production and scheduling for broadcast of information and public relations radio and television material to be broadcast on commercial radio and television stations, adapting news materials to broadcast media and making them available to stations, and arranging for radio and television coverage of special events originating on the USU campus.

The following five services are part of the Media Production Division:

Printing Service is available to all staff members. The service can handle most faculty needs up to medium sized printing jobs. Computerized type setting has expanded the service capabilities to meet most campus printing needs. Copy centers, which provide high quality offset printing using a Xerographic process, are available in Room 111 at the Water Lab, Room 115 in Natural Resources Building, and in Room 15 of Old Main. These centers are primarily for large volume copy needs.

Graphics Service provides aid to the teaching staff of the University, with transparencies, charts, graphs, original illustrations, brochure composition, and any type of poster. The unit is well staffed with personnel who can advise faculty with respect to message design and possibilities for the creation and utilization of visual materials.

Photographic Service supports instruction, research, and publicity. A wide variety of services are available in continuous tone black and white, high contrast, and color photography. Some additional service in 8 mm and 16 mm motion picture production is also available. The service stocks and sells a variety of films, papers, chemicals, flashbulbs, and other miscellaneous photographic supplies as a convenience to staff members.

Radio and Television Broadcasting Service provides audio and video services, and production of instructional and educational TV programs. Faculty members are encouraged to work with this unit regarding utilization of radio or television, audio recordings, etc. ITV Services are headquartered in Library 375 and Broadcast TV in the Radio-TV Building.

Editorial Service provides editorial assistance to all staff members concerned with University publications and will advise and assist wherever possible on other items requiring editorial work.

The Bookstore

The Bookstore, on the first floor of the University Center, is University-owned and operated for the benefit of students and faculty.

It is the official source of supply for all required and recommended books and supplies. Reference materials, gift merchandise, and many other types of nonrequired merchandise are also available. Many services are provided, such as check cashing, gift wrapping, paper cutting, and notary service. The store is the largest source of supply for nonfiction paperback books and art supplies in the area. Faculty suggestions for items to be stocked are encouraged. Items required for an individual class should be ordered by the faculty member well in advance of the beginning of the quarter for which it is needed. Information for ordering books, such as texts previously used, number in the class, etc., may be obtained at the store. Assistance is available in obtaining desk copies. Any book in print may be special-ordered at no extra cost.

Food Service

There are several types of food service operations available on campus.

Cafeterias. The Cafeteria in the University Center, second floor, is available to anyone desiring cafeteria-type service. This unit also caters for banquets, serves luncheons, and can provide party foods.

The High Rise Cafeteria, immediately south of the High Rise Dormitories, is designed to serve 1200 residence-hall students who live in University housing. It is also available to all staff and students for meals, drinks, and snacks.

The Hub. Located in the east end of the University Center, first floor, the Hub is regarded by both faculty and students as the center of campus coffee breaks, coke dates, and quick bites for lunch. The patio on warm days is both open and covered and invites group gathering for casual and consultation meetings.

The Walnut Room. Waitress service is available in the Walnut Room during the noon meal five days a week. The restful atmosphere with tasty menu items and the Thursday Buffet make the Walnut Room the showplace for visitors, as well as faculty and students. This beautiful dining facility frequently becomes the formal setting for banquets and special dinners for faculty and community groups. It is located in the northeast area of the second floor of the University Center.

Vending Service. The central food division is responsible for vending operations located in practically every building on campus. From micro-wave ovens to make that sandwich a "hot" roast beef to electronic dispensers, this operation is modern in every way. Faculty and friends as well as other members of the staff find these convenient services available at all hours.

Housing

The University Housing Office is primarily established for students, but also accommodates faculty. The University has 428 two-bedroom apartments for married students; also 20 three-bedroom, and 20 single bedroom units. These triads, as they are called, because of their triangular arrangement in groups of three, afford pleasant, grassed areas for play and family recreation. A coin metered laundry facility is located within this married student housing complex.

Faculty and staff may also rent these apartments for a period not to exceed two years. This makes temporary occupancy possible in University-owned housing while the faculty or staff member makes plans for permanent housing. All apartments are assigned on a priority-of-application basis. An application must be accompanied by a $25.00 application fee.

Some of these apartments are "furnished," although "unfurnished" apartments are equipped with refrigerators, ranges, drapery on the large patio window, curtain rods on other windows, and fire extinguishers.

The University also owns a married-student apartment complex known as "Van Noy." It consists of 22 three-bedroom and 2 two-bedroom furnished apartments. These are also available to faculty.

Telephone Service

Campus telephone service is available to all members of the faculty. Some offices provide individual phone service, others require the staff member to share an instrument. The central switchboard is located in the Computer Science Building to provide supplementary dial assistance for local and long distance calls. The Campus Telephone Directory is published each Fall Quarter and is delivered to each office where a phone is located. Information for placing calls on and off campus is provided in the directory. Although campus extensions may be used for calling out from the University or between University extensions at all hours, incoming calls can be handled only when the Switchboard is in operation from 7:30 a.m. to 10 p.m. Monday through Friday and 8 a.m. to 5 p.m. Saturday. The switchboard is closed Sundays and holidays.

Information Services

The Office of Information Services keeps the public informed of events and activities at USU through the public news media and also publishes *Staff News* and *Outlook*. All material to be considered for use in any of these media should be submitted to Information Services. Suggestions for stories may be made by any faculty member via a telephone call or written note giving a brief summary of the item.

Computer Center

USU maintains a Computer Center in the south wing of the Computer Science Building to provide preparation facilities and computing services for the entire campus. The Center does administrative data processing and provides services for researchers and students. It is equipped with a modern Burroughs B6700 with 128K (K=1024) 48-bit words of core storage, on-line disk drives with 260 million bytes of storage, four magnetic tape drives, a high speed (1100 lines per minute) printer, a card reader, and a card punch. In addition, relatively small jobs are handled on a while-you-wait basis via a self-service card reader and printer outside the machine room.

Postal Services

The University operates a Federal Postal Station located in the University Center, first floor. It offers all services found in a regular Post Office: money orders, registered and certified mail, etc.

All mail for the University and its personnel is delivered from the Logan City Post Office to the Distribution Center (located in the south end of the Military Science Building) on campus. Here it is sorted according to buildings and/or departments. Deliveries are made to one central office in each building (except the Main Building, Ag Science Building, and Natural Resources Building where several delivery points are used). All outgoing mail should be taken to this area so that it can be picked up at the same time that the mail is delivered. It is recommended that faculty use the "campus envelopes"

for all communications being sent from one department to another on campus. These can be used over and over again, if they are not sealed.

The required postage for all University business mail going off the campus is affixed in the Distribution Center where postage metering machines are maintained. It is required that all mail to be metered must bear a University departmental return address. Otherwise, it is considered to be personal mail and will be returned to the sender.

Mail boxes are available in the Campus Post Office for those who prefer to receive their mail there. Rental rates for these boxes are the same as at the U.S. Post Office in downtown Logan.

Technical Services

Technical Services provides assistance to the many departments and agencies on campus in solving technical problems. Consultation and design of research hardware by qualified personnel is available through this service. The fabrication of hardware requiring precision of general machine work in all types of metals and nonmetallic materials is the regular function of Technical Services. High quality workmanship, with friendly assistance, is the trademark of this service.

Motor Pool

A wide variety of vehicles to accommodate the particular needs of every department on campus are available to faculty members. Trucks, vans, and passenger cars assist in performing the duties and programs of the University. Transportation requests are initiated in department offices. State travel regulations govern cost and reimbursement on vehicle use.

Travel

The use of Motor Pool Cars and private cars for University business is regulated by the laws of the State of Utah. Travel Authorization Request forms are furnished to each department of the University. Basic procedures are the same for travel in the state or out of the state. The traveler assumes full obligation for the use of Pool cars. The state provides liability insurance for employees driving state-owned vehicles. The rental charges for Pool cars differ sufficiently to warrant the use of these cars rather than private vehicles. Credit cards are provided to accommodate the traveler, but the savings realized by patronizing state-owned outlets justifies purchases from such facilities. However, there are some commercial sources specified when necessary. University-owned planes are available when needed and may be obtained through proper clearance with the University pilot. (See Executive Memorandum No. 73-5.) Also available are two 45-passenger buses.

Campus Service Station

The goal of this service is to maintain all the rolling stock of the University. Qualified mechanics and maintenance personnel work on equipment from lawn mowers to powerful diesels in achieving their objective of keeping this equipment in tip-top shape. Assistance in the obtaining of tires, batteries, and accessories and other supplies can be obtained in the Campus Service Station.

Child Development Laboratory

The Child Development Laboratory provides educational experiences for children between three and five years of age. It is a place where the child can make his own discoveries and solve many of his own problems, whether the problems involve construction of a design with blocks, covering one's arms with fingerpaints, seeing the results of colors mixed together, beginning to establish relationships with his peers, or learning to accept restraints on his behavior. Admission is ordinarily based on the date of application, so early application is important. However, one group of approximately 10 children is not admitted from the application list, in an attempt to provide some flexibility in admissions. Priority in this group is given to the admission of children of new faculty members, among others. The Laboratory includes five groups of 20 children, with four practice teachers and a head teacher working with each group. Each group meets for two and one-half hours per day, Monday through Thursday. On Fridays, there are no children in the laboratory, and the teachers meet in discussion groups. Faculty members who wish to enroll their children in the Laboratory should make application to the Supervisor, Child Development Laboratory, Department of Family and Child Development, as early as possible for each child.

CULTURAL AND RECREATIONAL OPPORTUNITIES

Members of the faculty are provided numerous opportunities to participate in a variety of activities.

FACILITIES AND PROGRAMS

University Center

At the University Center many extra-curricular activities are available to staff members, to satisfy recreational, social, and cultural needs.

The University Lounge was designed for the comfort of faculty members, its tasteful decor financed by the Faculty Association. Here receptions, seminars, workshops, and teas are held.
During the noon dining hours, the Cafeteria welcomes faculty and the Walnut Room provides a delightful restaurant setting for faculty and their guests with delicious food at nominal prices. In the evenings, the room is available for served dinners or smorgasbords. The Center Food Service arranges for faculty dinners, luncheons, canyon parties, refreshments, smorgasbords, snacks, and coffee breaks.

The Aggie Bowl and Game Areas provide for faculty league bowling and party areas. Faculty Fun Nights, Faculty Children's Christmas Party, Children's Carnival, and the Faculty Association Christmas Party are examples of activities designed for the faculty and their families. Drama, dramatic readings, book reviews, concerts, cultural displays, movies, conferences, and student-faculty programs are some of the activities designed for faculty participation.

Faculty members, their families, and guests are invited to utilize all facilities offered in the University Center. (See University Center publications.)

Nelson Fieldhouse

Recreation facilities in the Nelson Fieldhouse include an indoor track, weight room, basketball, badminton, volleyball and tennis courts; a handball and paddleball court is also available. The building provides a space of approximately 25,000 square feet which may be utilized for exhibits, shows, and socials.

Health, Physical Education, and Recreation Building

The facilities of the Physical Education complex are available for self development and group activities. Recreation areas are open from 7:00 a.m. to 10:00 p.m. Monday through Friday, 10:00 a.m. to 4:00 p.m. Saturdays, and 1:00 p.m. to 4:00 p.m. Sundays. Facilities include six handball courts, wrestling room, boxing bag room, weight training and conditioning room, three gymnasiums, two apparatus and gymnastic areas, a dance studio, two swimming pools, and two steam rooms. Dressing room accommodations include a men's faculty room of 240 lockers and a 130-locker women's faculty room. All areas are available for faculty, staff, and student use only. Weekly family activities are scheduled for the pool. Sports and recreation equipment for all areas is available on a check-out basis.

Town and Gown

Town and Gown provides a unique opportunity for University faculty and interested friends throughout Cache Valley to share unusually fine foods and stimulating ideas on current issues of vital importance. These dinner meetings feature highly qualified speakers who are visitors from foreign lands, hold high offices in state or Federal government, have distinguished themselves in scholarship and humanitarian accomplishments, and are particularly well qualified to share their respected opinions on interesting and important subjects. There are no dues and no fixed membership for Town and Gown. Anyone who wishes can be placed on the mailing list for advance notice of each coming event in time to make their reservations for these dinner meetings. A continuously changing variety of menus makes possible some of the most enjoyable "dining out" in Cache Valley. Town and Gown generally sponsors four or five dinner meetings during the regular school year.

Concerts

The concert series is held in the attractive Chase Fine Arts Concert Hall, featuring internationally renowned artists, the Utah Symphony Orchestra (rated one of the 10 best in the United States), the Utah State University Symphony Orchestra, University Symphonic Band, and University Chorale and Choir, Irving Wasserman piano concerts, and the Jazz ensemble.

Dance
The dance series always includes two or three Ballet West presentations, a modern dance company, and folk dancers from a different foreign country each year. The Utah State Dance Theatre and Orchesis also give modern dance concerts every quarter.

Theatre
Excellent theatre productions include either an opera or other high-quality musical and at least one great play on tour of the United States. Sometimes a famous actor or actress gives a solo presentation. The Utah State Theatre presents a variety of great plays every season and the old Lyric Repertory Company is a highlight of Summer Quarter activities.

Art
Art exhibits featuring paintings, graphics, crafts, and sculpture are scheduled throughout the school year. Traditional and contemporary art forms are displayed to give a balanced offering of local, national, and internationally well-known artists. The University Gallery in the M. R. Merrill Library and the Gallery Lounge in the Chase Fine Arts Center provide some of the best exhibition facilities now available in Utah. Each year nationally known artists are brought to the campus as guest lecturers and to teach special workshops to broaden the art experience for students, faculty, and the community.

Lecture Series
Throughout the year the University Lecture Series features well-known international personalities and some of the best qualified authorities who speak knowledgeably and interestingly about issues that are of importance in our times.

Wednesday Hour Forum
The Merrill Library sponsors a weekly "Wednesday Hour Forum" on topics of current interest to faculty and students. The Forum features small panel discussions, guest speakers, motion pictures, and question and answer periods, all presented in a flexible format.

Films
Many films are more than entertainment only and are properly considered works of art. In the University Center such high-quality films from our country and foreign nations are shown as the Fine Arts Film Series at least twice each month throughout the entire school year at greatly reduced rates. Entertainment movies sponsored by ASUSU are held weekly in the University Center. Students, faculty, staff, and their families may attend.

CAMPUS CALENDAR

Activities Scheduling
All noncurricular activities to which 100 or more students, staff, or visitors will attend are scheduled with the University Scheduling Committee when University facilities are requested. Conferences, conventions, productions, socials, etc., are listed.

An official calendar is maintained by the Scheduling Committee Chairman (Coordinator of Student Activities) and is made available at the Information Desk of the University Center, second floor.

On or before May 1 each year all University organizations are invited by the Scheduling Committee to request preferred dates for the coming year. In allocating the dates and facilities and preparing the calendar according to the original requests, the following priorities are considered:

a) University academic activities
b) University contracted athletic events
c) University traditional activities and programs
d) University lectures and lyceums
e) Associated Students and University Center activities
f) Clubs and other student groups
g) Non-University activities

Subsequent requests are granted on a first-come-first-served basis.

Non-University organizations, including civic and church groups, may schedule campus facilities through the Scheduling Committee provided their activities do not interfere with University programs and have the approval of the Vice President for Student Affairs or other offices designated by the President.

All events to be held in the Nelson Fieldhouse and the Fine Arts Center need to be coordinated by the Director of Athletics and the Director of the Center, respectively, and with the Scheduling Committee.

Curricular Scheduling
Curricular uses of University auditoriums designated as classrooms are scheduled through the Office of Space Management, Ext. 7777, Main 105, prior to the beginning of the quarter of the intended use. For use on Saturday or Sunday these auditoriums will be scheduled through the University Center Information Desk.

All classrooms and laboratories are scheduled through the Schedule Clerk, Office of Space Management, prior to the beginning of the quarter desired for use.

ACADEMIC AND INSTRUCTIONAL POLICY AND PRACTICE

THE FACULTY MEMBER AND THE STUDENT

Admission

Faculty relationships with the student entering the University for the first time generally do not begin until the Office of Admissions and Records issues a permit to register. A copy of the permit and academic credentials are sent to the college in which the student intends to register. The college dean then assigns the student a faculty adviser. Each faculty member in the college will have several advisees. He may expect to see the student for pre-registration interviews or perhaps not until the registration process. The faculty member will doubtless have a file of student information handed him or want to prepare one for each of his advisees, because he will act as the student's principal consultant on matters academic throughout the student's university career. The faculty member will sign the student's registration forms, any change of registration slips, known commonly as "Add and Drop" cards, and other communications concerning the student's academic standing.

Registration

Basic to the registration of a student is the pre-registration interview with his faculty adviser. Although there is no special period for consultation prior to official registration in the Fall Quarter, the faculty member's office hours (whether teacher or researcher) should be posted on his office door on the first day of his contractual period of service. As a result, the eager as well as the puzzled student seeking his adviser may have some built-in assurances of opportunities for help. There is a period in November, in February, and in April for pre-registration for the ensuing quarters. At these times the technicalities involved for computerization of registration demand that the student and the faculty member reach agreements and review status. Such times also require of the faculty adviser an up-to-date knowledge and awareness of policies, procedures, and requirements that affect each of his student advisees.

Class and Laboratory

Instructional methodology may be wholly individual, in which the modern media may assist significantly, or may be shared in team approaches with others in the department. The instructor is encouraged to employ the resources of the University both personal and material in class and laboratory effectiveness. Both the student and the faculty member at registration time become aware of certain factors which influence size of the class, student accounting, reporting, and scheduling. Such influencing factors are the limitations imposed on class size and scheduling by physical space requirements, class lists, reporting by the Office of Admissions and Records, and the Computer Center. Records of attendance and participation of students vary among instructors. Some departments, however, may agree upon basic data to be reported for record purposes.

An official listing of bona fide class members will be forthcoming from the Office of Admissions and Records after the third week of classes. Updating of this list by additions and deletions will be requested at this time. Student-faculty relationships in the classroom and laboratory should be contributive in every way possible to effective teaching-learning processes.

Grading

Appraisal of a student's performance in class is the responsibility of the instructor. Reporting of marks or grades to the Office of Admissions and Records is also his responsibility. Whatever grading computation the instructor may use is his determination, but hopefully will reflect a fair and objective evaluation of the student's achievement and scholarship. The time of all examinations of student progress are determined by the instructor except the final examination. This one is scheduled University-wide and posted in the Class Schedule Bulletin. Grades are due in the Office of Admissions and Records within 48 hours after the quarter's final examination for the course is completed. Usually the class list on which course grades are to be posted (received from the dean's office prior to the finals) will be accompanied by information which suggests performance grading. The system employed and the final grade are still the judgments of the instructor. It should be emphasized, however, that promptness in reporting to Admissions and Records is vital to expediting computer service for grade slip distribution to students. The posting of grades for students is wholly the prerogative of the instructor. Despite the emphasis

placed upon the instructor's position in grade determination, he should be mindful that institutional policy does provide for some specifics in the use of particular letter grades. For example, giving of "P" grades is limited to specific conditions.

In a graduate class, all members may be given "P" grades at the discretion of the instructor but in undergraduate courses, special permission to give "P" grades is required. If "P" grades are used in the grading of a class, the instructor cannot give A, B, C, grades to some class members and "P" grades to others. Under certain conditions a student may take courses under the PASS-D-F-OPTION. Students wishing to exercise this option must pick up a special card at the Office of Admissions and Records during the first three weeks of a quarter. Other variations from the regular system of A, B, C, D, F, should be cleared with the dean of the college. An instructor may assign an "I" grade to a student enrolled in his course as an indication that the student has additional work to complete prior to being assigned a letter grade. Such "I"s are subject to the University rule that they will be frozen on the student's permanent record, if not changed by correct procedure, within fifteen months.

Books – Ordering and Reference

As noted elsewhere in this Handbook, the Bookstore is the source on campus for ordering textbooks. Well in advance of the quarter the faculty member is furnished a form for placing orders for texts. The department head is also asked to sign and forward the form to the Bookstore. Order clerks in the Bookstore are very accommodating and will assist whenever questions arise. (See Executive Memorandum 70-9.)

Ordering or special shelving of reference books in the Library are also procedural but uninvolved. Contacts in person have helpful advantages for student referral out requests for assistance may be submitted by phone. Faculty privileges in the Library are numerous but are regulated by the issuance of an Indentification Card. This laminated card may be obtained through the University Ticket Office where a picture is taken and provided for a nominal cost of 75 cents. The Library honors this card for checkouts and other requests for service. (See Executive Memorandum 70-1.)

Honors Program

Some students with whom the faculty member will come in contact will, because of their capability, be interested in intensive academic work and classes especially designed to meet his interests. The University has established a program to excite and cultivate the thinking, creative person who enjoys this kind of intellectual engagement.

Courses offered in the Honors Program can be roughly divided into general education, honors colloquia, and independent study. In the first case, special sections of certain of the University's general education courses are offered, with registration limited to Honors students. These are relatively small classes, organized to challenge the superior student, and designed to permit a high level of exchange among students and faculty. Often, in addition to satisfying the usual requirement of the course, an Honors section reads and discusses additional material.

All students interested in graduating from the Honors Program must complete three (six credits) interdisciplinary colloquia. These are offered as Honors courses and are designated as such in the Class Schedule Bulletin. A minimum of two teachers from different disciplines are in charge of each colloquium. These are reading, writing, and discussion courses.

Honors students may register for Independent Study and/or Senior Thesis in the Honors Program to facilitate their research for their senior papers. This may be laboratory research in their major, minor, or other departments, or may be library research.

The Honors Program is administered by a director, a Faculty Senate Honors Advisory Board, and a Student Honors Committee. Together these committees aid the director in formulating policy within the Honors Program.

OTHER INTEREST ITEMS

RESEARCH BY THE FACULTY

It is the policy of the University to encourage research and creative scholarly activities by members of the faculty. A statement on University Research Policies and Procedures is available from the Office of Vice President for Research.

Research in the University involving special funds, special institutional facilities, or adjustments in work loads must be conducted under approved research projects. Approved research is that conducted under written outlines approved by the department head, the academic dean, and the appropriate research administrator.

Departments are expected to adjust teaching assignments to give time to staff members for research on approved projects. Where grant funds are available, a part of a faculty member's time and salary may be shifted to the research and funds covered by the grant, without jeopardy to tenure, advancement, or salary. Such budgeting must not seriously reduce the quality of teaching service available nor create excessive teaching loads for other staff members. Changes in teaching loads of staff members to permit research must be approved by the department head and the dean concerned.

Limited institutional funds are available for support of research by staff members. Information may be obtained about available funds and procedures from the Office of Vice President for Research.

Proposals for research grants from outside agencies must be prepared in accordance with procedures established in the Office of the Vice President for Research. Federal regulations stipulate that each University receiving federal funds must require a prior review and approval and a continuing surveillance of all research, training, and demonstration projects involving human subjects. The intent is to protect the physical and mental health of such subjects. Proposals for programs involving human subjects should be forwarded to the Office of the Vice President for Research two weeks before the official submission date, so that assurance of proper clearance can accompany the proposal. The University is also responsible for all programs using special biologically effective chemicals. Purchase, storage, and use of such substances requires special clearance and checking under federal regulations.

All programs and facilities involving laboratory animals must comply with federal regulations. A faculty committee has been established for a review of laboratory animal programs. This committee should be consulted on facilities, new programs, and care of such animals in any University-related program.

Formal reports must be submitted on all funded research projects each year. Where appropriate, publications can substitute for reports. Whenever possible, research projects should lead to publication. University research funds may be used to aid in preparing and publishing manuscripts.

New organizational units for research management, such as institutes, bureaus, or centers, must be approved through the Office of Vice President for Research, the Research Council, and the Office of the President. (See University Policy on Research.)

Patents and Inventions

As a state institution, USU is obligated to manage its affairs in the interest of the public. One of these obligations is the patenting of inventions having probable economic values.

The purpose of USU's patent policy is to protect the interests of the inventor, the University, the sponsor, and the public in inventions, discoveries, or developments resulting from research supported by facilities and/or funds administered by the University or resulting from developments not connected with the University. The University often is contractually obligated to transfer patent and invention rights, when requested, to agencies of the federal government and to industrial organizations which sponsor research at the University. A patent policy was officially established in 1969 to fulfill these responsibilities. It does not cover copyrights. All inventions and discoveries resulting directly from professional activities supported by facilities and/or funds provided by the University are the property of the University. (See Policy, Office of Vice President for Research.)

UNIVERSITY FACILITIES AND SPACE MANAGEMENT

All members of the faculty are concerned with physical facilities. Whether it is office space, location, and lighting, ventilation of a classroom or laboratory, door keys, equipment, building accommodations, fire protection, security, or car parking and campus traffic, all staff members are affected.

Office space is made available through the department head and dean by the Director of Space Management. Classroom and laboratory use is assigned through that office. Class size, enrollments, the number of student stations in a classroom and the scheduling of classes and labs are determined by this same office. Thus, congenial cooperation becomes a key factor in teaching and research effectiveness. State appropriations are linked closely with statistical data which reflect such cooperative enterprise.

Procedures have been established which are intended to give faculty every advantage and opportunity to perform at their greatest level of efficiency. The Department of Physical Plant has proved to be promptly responsive to needs and requests. Work orders, remodeling requests, repairs, and maintenance often may seem to be "just paper work," but systematic accounting and evaluation are necessary features of these vital functions also. Reports must be made which reveal both use and need of physical facilities and reflect faculty quality and production as well.

Each academic department head and dean is prepared to assist each faculty member in providing for his physical needs in teaching and research. Responsibilities are shared among all staff members in developing, maintaining, and planning a valuable and useful physical environment of which all may be proud. (See Standards and Guidelines for Space Management.)

Keys to Buildings and Offices

The holder of keys to buildings, offices, and other facilities on campus assumes significant responsibilities. Hence, the Department of Physical Plant, charged with the security of the campus, may seem at times to be somewhat possessive. Faculty members are requested to be cooperative in understanding that buildings and offices become objects of surveillance and concern by custodial personnel and watchmen.

Keys to faculty offices are issued by the department upon receiving a work order request signed by the department head and the dean or director. There is no charge for contractual staff but a $2 deposit is charged students and part-time employees. Keys are issued in the office of Physical Plant upon the signature of the recipient. (See Executive Memorandum 70-7.)

Traffic and Parking

Characteristic of university campuses everywhere, driveways and parking areas are becoming fewer. Bicycles and walking thus are increasing forms of individual transportation. There are, however, some parking areas that are available for a limited number of faculty and students. Authorization to use these areas for faculty is obtained through purchase of a Parking Decal from the Traffic Office in the basement of the Physical Plant building. The decal is $10.00 for the full calendar year and is issued for a specific parking area. After Fall quarter the cost is prorated. A decal for a second car can be purchased for $2.00.

Fire Safety

All faculty should be aware of steps to be taken in case of fire – in labs or in buildings. The campus extension number of the fire department in Physical Plant is on the inside cover of the Campus Directory. Each building is equipped with a horn. At the sound of the Fire Horn the building should be evacuated. Regardless of the size of the fire, all should be reported. Each department should have plans for building evacuation and the security of sensitive items.

PURCHASING GOODS AND SERVICES

Every faculty member is concerned and often directly involved with activities involving purchasing of supplies, materials, equipment, and services. As a state assisted institution, USU is required to comply with laws, policies, and procedures established by the Legislature and governing boards. Faculty are urged to be sympathetic and understanding, as well as knowledgeable, especially in matters that deal with purchasing to meet their needs.

Each department head has a requisition book. Use of this book is regulated by the funds available, code number to be used, and approval signatures to be affixed. Usually accounts are established by departments and colleges for on-campus purchases, such as Bookstore, Printing Service, Food Services, etc. Requisitions are usually initiated by the department and college and routed through established channels to give authorization for the purchase of materials or services requested. Off-campus purchases follow similar procedures. There are some limitations and controls that have been set for the University. Some of these are as follows: Procurement for the University is centralized in the office of the purchasing agent. No other staff member or student may obligate the institution for goods and services. This policy does not preclude any individual from contacting sources of supply for preliminary information.

However, no promises or even suggested orders by staff members are binding on the University. Individuals who make commitments other than through the Purchasing Department are expected to make settlement personally. All correspondence, complaints on goods received, etc., are to be handled by the Purchasing Department.

Bidding

According to state law, goods and services estimated at a value of $1,000 or more are to be acquired through formal competitive bidding on accurate specifications (Utah Code 63-2-29 and 64-1-4 & 5). The opportunity to bid is open to all reliable business concerns and the awards are made to the lowest responsible bidders. The right is reserved to reject any and all bids in the interest of the University.

Pricing

In general, request for quotation point is at $100 or over. However, this is variable according to physical and marketing properties of the items as known or determined by the purchasing agent.

Selection of Goods and Vendors

Selection of the quality of goods to be secured is done jointly by the faculty concerned and the purchasing agent, with right of appeal to the administration in case of disagreement.

Faculty members may suggest where goods are to be obtained, but selection of vendors is a responsibility of the purchasing agent.

Buying at Home

Economical acquisition is based on price, quality, service, and delivery. Preference is given to local firms if they are equal or better in terms of price, quality, service, and delivery.

University officials or faculty should not attempt to influence the routing of business. Neither personal friendships nor personal prejudices should be considered in making purchases or awarding contracts. (See Executive Memorandum 70-1.)

PROFESSIONAL ORGANIZATIONS

Most members of the faculty affiliate with one or more professional organizations active on campus. Membership is optional and each group conducts its own programs, sets its own standards for admission and financing. The University cooperates in providing meeting facilities, services, and encouragement in activities of mutual interest.

Faculty Association

The USU Faculty Association is a voluntary organization that all faculty members may join. Annual dues are eight dollars per year, which entitle the member to participate in three major social functions per year (a Fall and Spring out-door barbecue, and a Christmas dinner and program); major medical, hospitalization, and life insurance programs; scholarship award programs; and special faculty projects. The organization has a remembrance committee which provides appropriate considerations for hospitalized and bereaved member families. Two Faculty Honor Lectures are sponsored each year by the Association. A committee selects the lecturers, one from the sciences, and one from the humanities and social sciences, and publishes the presentations. These lectures are well attended and open to interested members of the civic and university communities.

American Association of University Professors

Most university faculty members are acquainted with AAUP, as it is most readily recognized. This national professional organization of college and university teachers and researchers has a local chapter at USU. Its purposes are to bring about a more effective cooperation among the members of the profession in the discharge of their special functions. Meetings are held regularly throughout the year and special programs and projects are provided. Invitations to attend are extended to all faculty, and announcements of activities are publicized.

Faculty Women's League

All wives of faculty and women faculty who hold the rank of an Instructor or above or who have a professional contract and are regularly employed on a one-half to a full time basis by the University are invited to affiliate with the Faculty Women's League. Purposes of the organization are: to promote the social fellowship of its members, stimulate interest in the arts, maintain a helpful association with the women students of the University, and encourage an interest in solving civic problems of the community.

The officers and committee members of Faculty Women's League encourage full participation of its members through committee work and a variety of interesting programs which fit the purposes of this organization.

Society of Professors

Utah State University Society of Professors (USUSP) is a part of the National Education Association's coordinating unit for higher education and the Utah Education Association's Department of Higher Education. USUSP exists on Utah State University campus to provide programs which promote the dignity, economic welfare, and security of faculty members belonging to the USU chapter. The local chapter and national affiliate is concerned with seven major areas: 1. protection: security, academic freedom, negotiated grievances, professional practices; negotiated due process, appointment, promotion and dismissal practices; 2. professional

services: improved personnel policies, ethics, professional growth, etc.; 3. legislative services: improved public support, more favorable higher education legislation; 4. economic services: improvement of salaries, budget analysis; 5. information services: collection and dissemination of information on all programs, research and analysis in areas of concern to faculties; 6. special services: discount purchasing, educational rates for travel, low cost life and auto insurance; 7. association services: assistance in planning, organizing and assisting in providing general information concerning membership needs that are peculiar to the area.

American Association of University Women

Utah State University has an active chapter of AAUW on the campus. All women who hold baccalaureate or higher degrees from colleges and universities on the AAUW qualified list, or a degree from a foreign institution recognized by the International Federation of University Women may join the Association. Qualified institutions in Utah are: Brigham Young University, University of Utah, Utah State University, Weber State College, and Westminster College.

INTERNAL COMMUNICATIONS

Each faculty member receives regularly a number of publications which will assist in keeping current as to policy, procedure, and activities of colleagues and students. *Staff News* is a sheet of information about administration and staff issued each Friday during the academic year. It consists of reports of happenings in the various council meetings, Faculty Senate, programs, and achievements of the faculty. *Executive Memorandum* policy statements are published periodically to reflect attempts to define and clarify matters of institutional policy. *Councils and Committees* is a publication issued each fall to supply information as to the membership and composition of important groups functioning on campus. *Outlook* is a publication of Information Services in collaboration with the Alumni Association and the Development Fund. This monthly newspaper features programs and events and recognizes prominent USU personalities on campus and in the field. *Student Life* is published by the Associated Students of Utah State University (ASUSU). It is a paper of events and activities on campus, local and national news, editorials, features, and advertizing for on- and off-campus organizations. The *University General Catalog Bulletin*, the *Graduate Catalog Bulletin*, the *Summer Quarter Catalog Bulletin*, and college and departmental brochures are also available to all faculty upon request through the Distribution Office.

Faculty contributions to and suggestions about these media are invited.

FACULTY CODE OF ETHICS

Professionalism among the faculty of USU is emphasized by administrators, teachers, and researchers. A number of years ago, the Faculty Senate adopted a Code of Ethics that had been proposed by a committee of its membership. The Code has been frequently reviewed and reaffirmed as one of the expressions of responsibilities as perceived by the faculty for itself, individually and collectively.

Responsibilities to the Institution

1. The faculty member shall in word and action uphold the traditions of intellectual freedom, social responsibility, and other traditions inherently characteristic of land-grant institutions.

2. The faculty member shall help to preserve an atmosphere congenial to philosophical speculation, careful scientific use of hypotheses, the dispassionate interpretation of data, and the uncensored exchange of views.

3. The faculty member shall, when recommending additions to the staff, be guided by the prime criterion of the candidate's professional stature and potential worth to the University. Diversity of background and philosophy of faculty members should be considered among the chief means by which the University's offering to the student is enriched.

4. The faculty member shall abide by the principles and procedures of the University as set forth in its Code of Policies and Procedures.

5. The faculty member when serving on institutional committees shall strive to evaluate colleagues, students, and issues on the basis of professional merit and justice.

Responsibilities to Colleagues

1. The faculty member should recognize that a university is a community of scholars of great specialization in widely varied disciplines, and that colleagues with different talents and training contribute importantly to the University's comprehensive offering.

2. The faculty member should avoid indiscriminate disparagement of his colleagues. If there is evidence that a colleague may be professionally unfit, the faculty member should feel an obligation to participate through the appropriate administrative channels in a careful appraisal of the colleague's work in the interest of the colleague, the students, and the University.

Responsibilities to Students

1. The faculty member shall strive to make a just and impartial appraisal of the work of each of his students. It

is the responsibility of the faculty member to be the judge of this work and of the grade earned.

2. The faculty member shall be responsible for creating and maintaining an environment in which students are challenged to do original thinking, research, and writing. Also, he should accord his students the freedom of inquiry and interpretation of evidence comparable to that which he justifiably demands for himself.

Responsibilities to the Public

1. The faculty member contributes to the image the public has of the University by the quality of his writings, his public lectures, and his other community activities. He has implicit obligation to respect democratic procedures and to reflect a generous spirit of fair play towards all segments of the public.

2. The faculty member is a citizen, a member of a learned profession, and a representative of the University. When he speaks or writes as a citizen, he shall be free from University censorship or discipline. However, his special position in the community imposes special obligations. As a man of learning and as an educator, he knows that the public may judge his profession and the University by his utterances. At all times he shall strive to be accurate, to exercise appropriate restraint, and to show respect for the opinions of others. When appropriate, he will indicate that he is not a spokesman for the University.

Responsibilities to the Profession

1. The faculty member should secure the best possible formal education and maintain throughout his career an adequate contemporary understanding of problems on the frontiers of his field in order to do creative teaching and to make original contributions in research and writing.

2. The faculty member is free to teach and conduct research in the areas of his specialty according to his best judgment. He should be alert, self-critical in his teaching, and take steps to ensure that he is giving systematic coverage of the essential subject matter. Controversial matters introduced should be germane to his subject and treated in a responsible manner.

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